



## Chapter 9

# Access 2.0 for Windows

Microsoft Access 2.0 for Windows is a powerful *relational database management* program that allows you to organize and analyze related data stored in tables. With Access, you can perform the following tasks:

- C Create and link tables of data.
- C Create queries that ask questions and provides answers about data.
- C Design forms for entering, editing, and viewing data.
- C Design reports that present data effectively.

Access also provides tools that simplify your tasks and help you learn Access as you work.

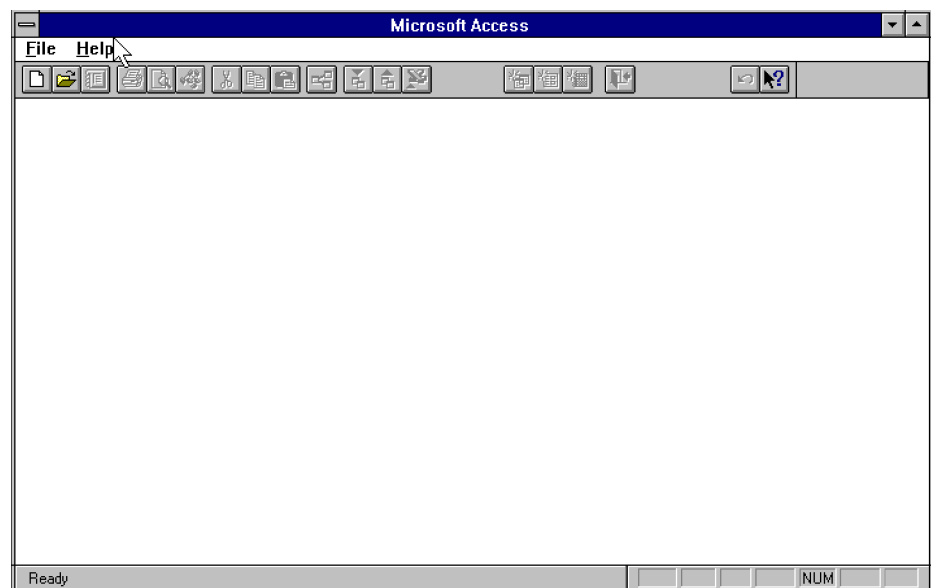
## Starting Access

To start Access from Program Manager:

1. Double-click on the Office Applications group icon.
2. Double-click on the Microsoft Access program-item icon.



Access window



## Exploring the Window

This section covers the components of the Access main window at startup. As you move between different windows, the active window determines what is available on the menus and the toolbar.

### The Title Bar

The *title bar* is located along the top of the window and displays the name of the application.

### The Menu Bar

The *menu bar* is located just below the title bar and displays the menu names. The menus contain the commands used in Access.

### The Toolbar

The *toolbar* is located directly below the menu bar and contains buttons that allow you to perform Access tasks quickly and efficiently. The Database toolbar is shown when you first open the program. When you position the mouse pointer on a button, a ToolTip displays the name of the button, and the status bar explains what the button does.

### The Status Bar

The *status bar* runs along the bottom of the window. It displays status messages on the left and specific modes and locking keys on the right.

## Creating a Database

A *database* is a collection of related information, or *data*. Examples of a database include customer mailing lists, product inventory, and employee records. An Access database can contain the following *objects*:

Object	Description
Table <i>rows</i>	An object used to arrange related data. A table consists of and <i>columns</i> . Each row contains all available information

about a particular item, called a *record*. Each column contains one category of the data that makes up a record, called a *field*.

Category ID	Category Name	Description
1	Beverages	Soft drinks, coffees, teas, beer, and ale
2	Condiments	Sweet and savory sauces, relishes, spreads, and seasonings
3	Confections	Desserts, candies, sweetbreads
4	Dairy Products	Cheeses
5	Grains/Cereals	Breads, crackers, pasta, and cereal
6	Meat/Poultry	Prepared meats
7	Produce	Dried fruit and bean curd
8	Seafood	Seaweed and fish

**Query** A question you ask about the data in your database.

**Form** An object containing controls that allow you to enter, modify, and view records in a database.

**Report printed** An object that presents your data on the screen or on a page.

Alphabetical List of Products			
15-Sep-95			
Product Name:	Product ID:	Category Name:	Units In Stock:
<b>A</b>			
Aniseed Syrup	3	Condiments	13
<b>B</b>			
Boston Crab Meat	40	Seafood	123

**Macro** An action or set of actions that are used to automate tasks.

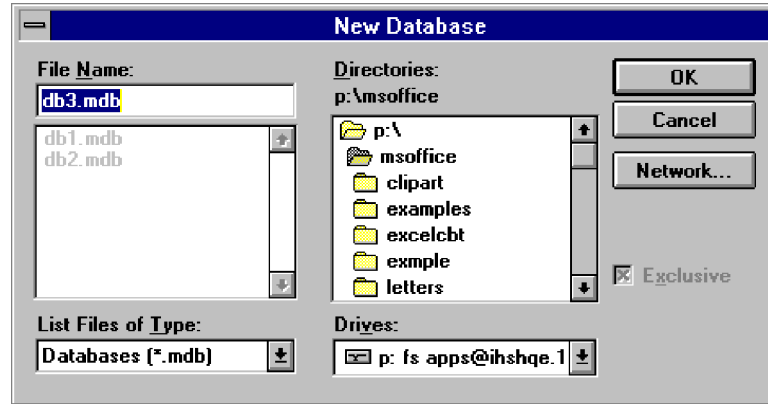
**Module** Collection of declarations, statements, and procedures stored together as one named unit.

To create a database:



1. Click on the New Database button, or choose New Database from the File menu.

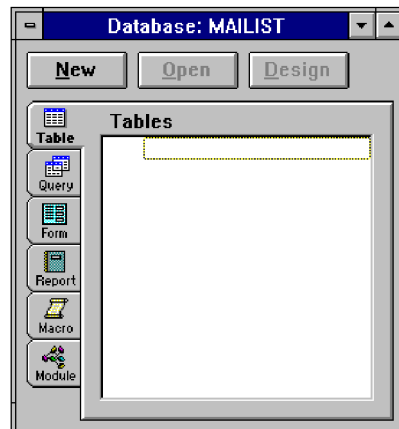
New Database  
dialog box



2. If necessary, select the drive and directory where you want to create the new database.
3. Type a new name in the File Name text box.
4. Click on the OK button.

The Database window appears in the Access main window.

Database window



The Database window contains a title bar, command buttons, Object buttons, and an Object list. *Object buttons* are used to select the object that you want to work with. An *Object list* displays the list of objects.

## Using Wizards

Although you can create objects from scratch, Access Wizards allow you to build your database quickly and easily. *Wizards* are dialog boxes that request information and create objects based upon your answers.

To access a Wizard from the Database window:

1. Click on an Object button to select the object that you want to create.



2. Click on the Object Wizards button.

3. Follow the instructions that appear in each Wizard dialog box.



Use the buttons at the bottom of the Wizard to receive help on a task, close Wizard without creating an object, move between dialog boxes, or specify that you have finished creating the object.

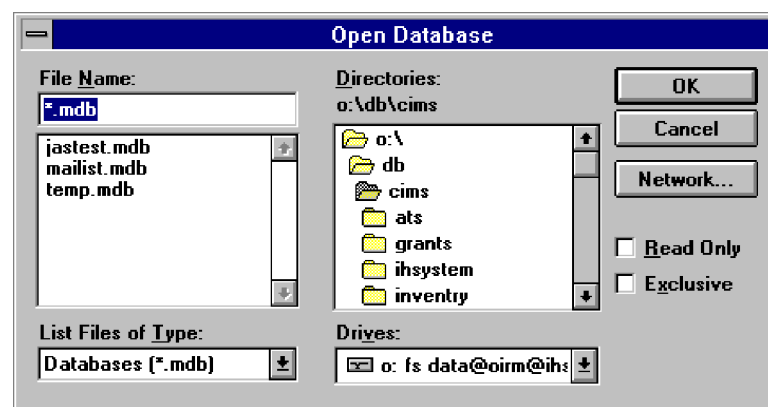
## Opening a Database

To open an existing database from the Access main window:



1. Click on the Open Database button, or choose Open Database from the File menu.

Open Database  
dialog box



2. If necessary, select the drive and directory where the database is located.
3. Double-click on the file that you want to open. Or select the file, and click on the OK button.

The Database window appears.

## Working with a Table

This section provides instructions on how to open, modify, print, and save tables.



You can also apply the concepts and terms covered in this section when you work with other objects, such as forms and reports.

### Opening a Table

To open a table from the Database window:



1. Click on the Table Object button.
2. Click on a table from the Object list.
3. Click on the Open command button.

The selected table appears in the Table window and is displayed in Datasheet view. When a table is in *Datasheet view*, you can to add, edit, or delete the data in the table.

Table window in  
Datasheet view

Table: Customers					
Customer ID	Company Name	Contact Name	Contact Title	Address	City
ALFKI	Alfreds Futterkiste	Maria Anders	Sales Representative	Obere Str. 57	Berlin
ANATR	Ana Trujillo Emparedados y helados	Ana Trujillo	Owner	Avda. de la Constitución 2222	México D.F.
ANTON	Antonio Moreno Taquería	Antonio Moreno	Owner	Mataderos 2312	México D.F.
AROUT	Around the Horn	Thomas Hardy	Sales Representative	120 Hanover Sq.	London
BERGS	Berglunds snabbköp	Christina Berglund	Order Administrator	Berguvsvägen 8	Luleå
BLAUS	Blauer See Delikatessen	Hanna Moos	Sales Representative	Forsterstr. 57	Mannheim
BLONP	Blondel père et fils	Frédérique Citeaux	Marketing Manager	24, place Kléber	Strasbourg
BOLID	Bólido Comidas preparadas	Martín Sommer	Owner	C/ Araquil, 67	Madrid
BONAP	Bon app'	Laurence Leblan	Owner	12, rue des Bouchers	Marseille
BOTTM	Bottom-Dollar Markets	Elizabeth Lincoln	Accounting Manager	23 Tsawassen Blvd.	Tsawassen
BSBEV	B's Beverages	Victoria Ashworth	Sales Representative	Fauntleroy Circus	London
CACTU	Cactus Comidas para llevar	Patricio Simpson	Sales Agent	Cerrito 333	Buenos Aires
CENTC	Centro comercial Moctezuma	Francisco Chang	Marketing Manager	Sierras de Granada 9993	México D.F.
CHOPS	Chop-suey Chinese	Yang Wang	Owner	Hauptstr. 29	Bern
COMMI	Comércio Mineiro	Pedro Afonso	Sales Associate	Av. dos Lusíadas, 23	São Paulo
CONSH	Consolidated Holdings	Elizabeth Brown	Sales Representative	Berkeley Gardens	London
DRACD	Drachenblut Delikatessen	Sven Ottlieb	Order Administrator	Walserweg 21	Aachen
DUMON	Du monde entier	Janine Labrune	Owner	67, rue des Cinquante Otages	Nantes
EASTC	Eastern Connection	Ann Devon	Sales Agent	35 King George	London
ERNSH	Ernst Handel	Roland Mendel	Sales Manager	Kirchgasse 6	Graz
FAMIA	Familia Arquibaldo	Aria Cruz	Marketing Assistant	Rua Orós, 92	São Paulo
FISSA	FISSA Fabrica Inter. Salchichas S.A.	Diego Roel	Accounting Manager	C/ Moralzarzal, 86	Madrid
FOLIG	Folies gourmandes	Martine Rancé	Assistant Sales Agent	184, chaussée de Tournai	Lille
FOLKO	Folk och få Hb	Maria Larsson	Owner	Åkergatan 24	Bräcke
FRANK	Frankenversand	Peter Franken	Marketing Manager	Berliner Platz 43	München
FRANR	France restauration	Carine Schmitt	Marketing Manager	54, rue Royale	Nantes
FRANS	Franchi S.p.A.	Paolo Accorti	Sales Representative	Via Monte Bianco 34	Torino
FURIB	Furia Bacalhau e Frutos do Mar	Lino Rodriguez	Sales Manager	Jardim das rosas n. 32	Lisboa

Parts of the Table window in Datasheet view are described below:

Part	Description
Title bar	Horizontal bar that displays the name of the table.
Field selectors	Buttons located below the title bar. Field selectors are used to select an entire column.
Record selectors	Buttons that run along the left side of the Table window. Record selectors are used to select an entire record, or row.
Record navigation buttons	Buttons located in the lower-left corner of the Table window. Navigation buttons are used to move to a particular record in the table.

### Selecting Fields and Records





Before you can work with a field or record in Datasheet view, you need to select it. You can select single or multiple records, columns, or cells.

Selection	Action
A single record	Click on the record.
Several records	Drag down the record selectors.
All records	Click on the top record selector, or choose Select All Records from the Edit menu.
A single column	Click on the field selector.
Multiple columns	Drag across the field selectors.
Single cell	Click inside the left edge of the cell.
Multiple cells	Drag the pointer across the cells, starting inside the left edge of a cell.

## Moving Between Fields and Records

There are several ways to move between fields and records in Datasheet view:

1. Press TAB and the arrow keys to move to a particular field.
- OR-
1. Click on a field.
- OR-
1. Click on a record navigation button:

Button	Action
	Moves to the first record.
	Moves to the previous record.
	Moves to the next record.
	Moves to the last record.

## Adding a Record

To add a record to a table in Datasheet view:



1. Click on the New button on the toolbar.

The insertion point is moved to a new record at the end of the table.

## Deleting a Record

To delete a record from a table in Datasheet view:

1. Click on the record selector of the record that you want to delete.

The selected record will be highlighted, and the current record symbol will appear in its record selector.



Selected record

Table: Customers					
Customer ID	Company Name	Contact Name	Contact Title	Address	City
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▶ ANATR	Ana Trujillo Emparedados y helados	Ana Trujillo	Owner	Avda. de la Constitución 2222	México D.F.
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BLONP	Blondel père et fils	Frédérique Citeaux	Marketing Manager	24, place Kléber	Strasbourg

- Press DEL on the keyboard.  
A message box appears.
- Click the on OK button to save your changes, or click on the Cancel button to undo the deletion.

## Entering and Editing Data

To enter or edit data in Datasheet view:

- Select or move to the field whose data you want to enter or edit.  
An insertion point (|) appears in the field, and the current record symbol is displayed in the field's record selector.
- If necessary, position the insertion point where you want to begin typing.
- Type data in the field.



The record selector changes to indicate that data in the record is being modified.

## Editing Field Properties

*Field properties* are attributes of the field that effect its appearance and behavior. Access allows you change the field properties after they have been defined. For instance, you may want to rename a field or change its *data type* (the kind of data that the field can contain).

To change the field properties from the Database window:



- Click on the Table Object button.
- Click on a table from the Object list
- Click on the Design command button.



The selected table appears in the Table window and is displayed in Design view. When a table is in *Design view*, you can edit its

field properties.

Table window in  
Design view

[illegible]

4. Select or move to the field whose properties you want to redefine.
5. Click on the property that you want to redefine at the bottom-left half of the window.

Each field property is described below:

Property	Description
FieldSize	Maximum length of a text field or type of number.
Format	How data is displayed.
DecimalPlaces	Number of places to the right of the decimal.
InputMask	Formatting characters for data entry.
Caption	Default field label in a form or report.
DefaultValue	Value entered in a field when records are created.
ValidationRule	Expression that defines data entry rules.
Required	Setting that defines whether data must be entered.

AllowZeroLength	Setting that defines whether zero-length strings are permitted.
Indexed	Single-field indexes used to speed searches and sorting.

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6. Reset the field property.
7. Repeat steps 4 through 6 to edit other field properties.

### Saving the Table Design

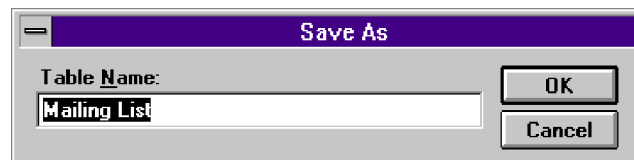


Changes to the record data are automatically saved when you deselect the record in Datasheet view. However, you need to save any changes to the field properties.

To save changes to the Table Design:

1. Choose Save from the File menu to save without renaming the table. Choose Save As from the File menu to save the Table Design under a different table name.

Save As dialog box



2. Type a new name in the text box.
3. Click on the OK button.

### Printing

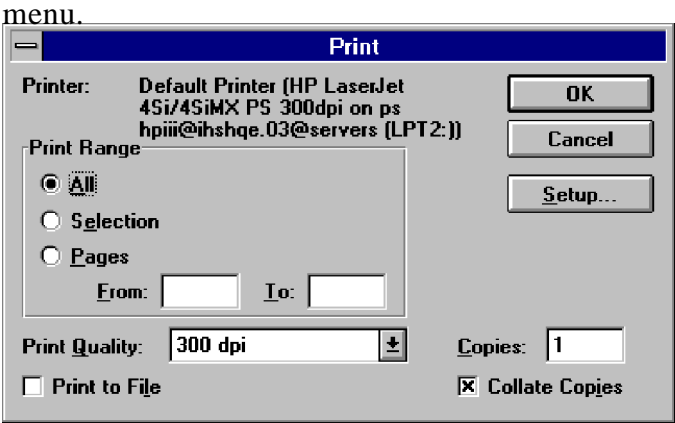
Using Access, you can print all or part of a table in Datasheet view. You can also print the table *definitions*, or characteristics.

To print a table in Datasheet view:

1. If you want to print a selection, select those records, columns, or cells.
2. Click on the Print button on the toolbar, or choose Print from the File

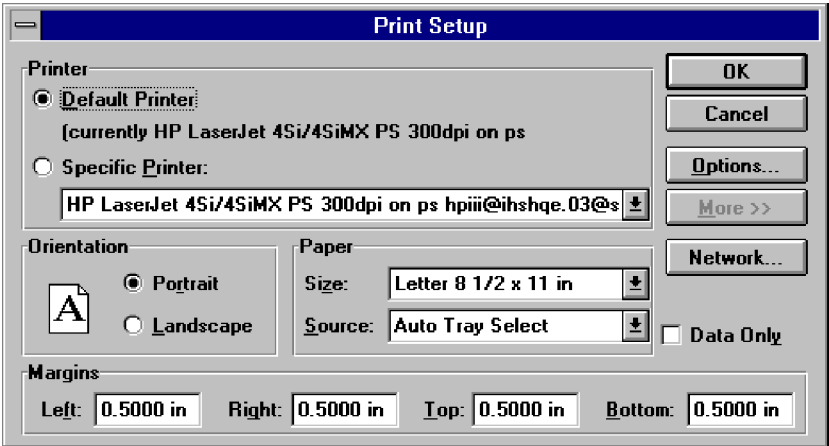


Print dialog box



3. To change the printer and page settings, click on the Setup button.

Print Setup dialog box



4. Make the appropriate changes to the printer, page orientation, paper, and margins.
5. When all changes have been made, click on the OK button to return to the Print dialog box.
6. Under Print Range, click on an option:

Option	Action
All	Prints the entire table.
Selection	Prints the selected records, columns, or cells.
Pages	Prints the specified pages. If Pages is selected, type starting and ending pages to print.

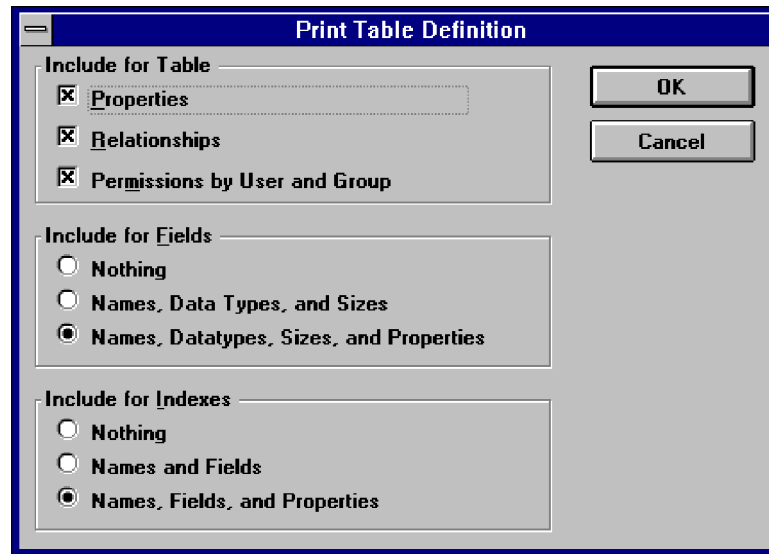
7. Select the print quality, and specify the number of copies to print.
8. Click on the OK button.

To print the table definition from the Database window:



1. Click on the Table Object button.
2. Choose Print Definition from the File menu.

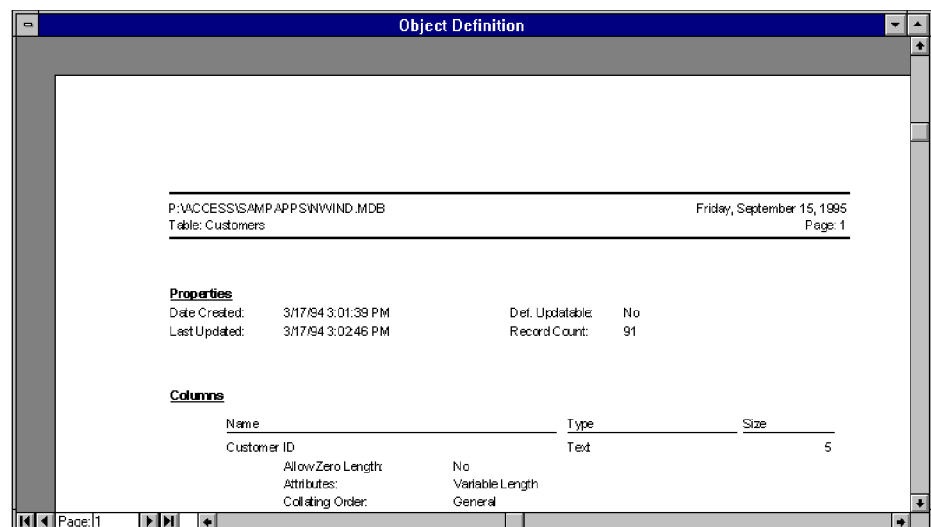
Print Table  
Definition dialog  
box



3. Click on the table definitions that you want to print.
4. Click on the OK button.

The Print Preview window appears.

Print Preview  
window



5. Follows the steps outlined in the previous section (“To print a table in Datasheet view”) to continue printing.

### Closing a Table Window

To free up your computer's memory, it is a good idea to close windows that you are not currently using. If you close a Table window without saving the changes to the Table Design, Access will prompt you to save your work.

To close a Table window:

1. Double-click on its Control-menu box, or choose Close from the File menu.

## Using the On-line Help

Microsoft Access 2.0 for Windows has a comprehensive on-line Help feature that provides definitions, step-by-step instructions on how to perform tasks, and other reference information.

There are several ways to request Help:

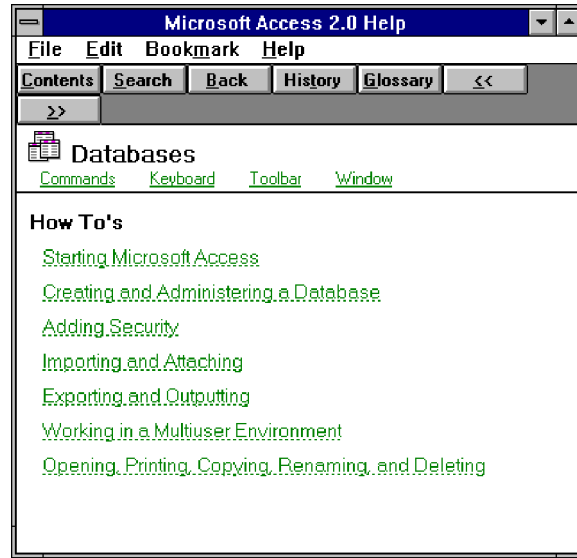
1. Choose a command from the Help menu:

Command	Action
Contents Access.	Provides a list of Help topics available in Access.
Search about a	Allows you to search for information specific topic.
Cue Cards	Allows you to do your work while you learn basic tasks.
Technical Support	Provides product support information.
About Microsoft Access	Displays software and system information.

-OR-

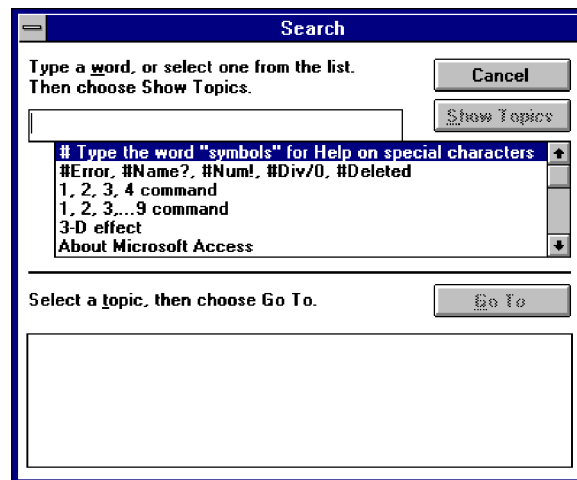
1. Press F1 on the keyboard.

Microsoft Access 2.0  
Help window



2. From the Microsoft Access 2.0 Help window, click on a topic from the Contents, click on the Search button, or press F1 to learn how to use Help.

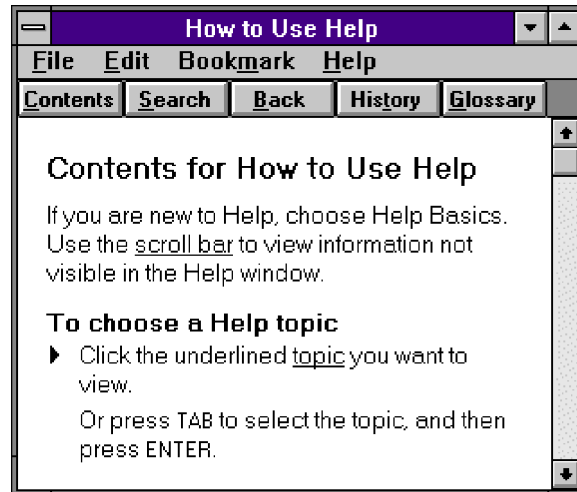
Search dialog box



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## How to Use Help window

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-OR-



1. Click on the Help button on the Standard toolbar.
2. When the mouse pointer changes to a question mark, click on an item in the Access window to view information about the selected item.

-OR-

1. Click on the Help button in most dialog boxes to receive specific information about the items in the dialog boxes.

## Exiting Access

To exit Microsoft Access:

1. Double-click on the program's Control-menu box, or choose Exit from the File menu.

## Additional References

For more information, use Training for Access in the On-line Tutorials group, or obtain the following reference material from your ADP Coordinator:

- C The *Microsoft Access 2.0 User's Guide*, published by the Microsoft Corporation, provides detailed information on all Access functions.
- C Anderson Soft-Teach offers course material for *Access 2 for Windows*, which includes a videotape, student workbook, practice disk, and skills test.